

THE TULALIP TRIBES

On-call Homeless Shelter Resident Aide

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (attach all required education documents, i.e. diploma, degrees, certificates, etc)

☐ High school diploma or GED

SKILLS:

- ☐ Must take initiative and use maturity for resolving and/or solving problems.
- ☐ Must have the ability to exercise independent judgment and initiative concerning house rules, policies, and procedures.
- ☐ Must be willing to assist and set a positive example to residents.
- ☐ Must be able to work independently with minimal supervision.

OTHER REQUIREMENTS:

- ☐ Applicant may have no open cases involving Family Services or Beda?Chelh
- ☐ Have the ability to be observant of safety and/or fire hazards.
- ☐ Ability to positively interact with angry, upset, and/or intoxicated individuals
- ☐ Must adhere to strict confidentiality of all information seen and/or heard.
- ☐ Must be able to report to work dressed neatly and cleanly
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as requested
- ☐ Must have a successful employment history with Tulalip Tribes and/or current and past employers

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time
- ☐ Strength to lift objects weighing up to 25 lbs. occasionally
- ☐ Mobility to bend, stoop, and/or climb stairs on an everyday basis
- ☐ Tolerance to be exposed to hazardous cleaning chemicals and/or cleaning solvents
- ☐ Tolerance to work in adverse weather conditions

Tribal Department: Homeless Shelter – Social Services **Employee Reports To:** Homeless Shelter Coordinator or designee

Job Summary: Follow all policies and procedures of the Tulalip Tribes Homeless Shelter on resident rights, rules, incidents, activities, log reporting, and emergencies.

Specific Duties Performed:

1. Reports to the Coordinator/Program Administrator, all telephone calls and resident activities relevant to the policies and procedures
2. Responsible for enforcing house rules, policies, and procedures
3. Orientates new residents to the house, fully explaining rules, policies, and procedures
4. Maintains the cleanliness of the facility
5. Dispense and monitors medication in accordance with set policies
6. Attends all department meeting, workshops, and training as assigned by the Coordinator and/or Program Administrator
7. Arranges and coordinates transportation for residents in emergency situations.
8. Responsible for linens issued, and returned by residents, upon entering or leaving the facility
9. Informs the Coordinator/Program Administrator of all resident illnesses by recording any actions taken, temperatures, time, and date on daily log sheets
10. Responsible for the completion of all paperwork associated with the job
11. Ability to prepare meals in accordance with established meal schedules as necessary
12. Upholds house rules, policies, and procedures of the Shelter
13. Accurately completes incident reports as needed or requested
14. Issue supplies to residents and maintains a current log book of supplies
15. Performs other related duties as deemed necessary or requested

Rate of Pay: \$13.35 per hour

Employee Classification: Non-Exempt

Terms of Employment: This is an on-call position, which will be filled when needed.

Please return your completed application with required attachments to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686

